



**FY2016 Historic Preservation Fund Grants to
Indian Tribes, Alaskan Natives,
and Native Hawaiian Organizations**

Tribal Heritage Grants Program Guidelines and Application Instructions

Effective Date: December 15, 2015

Award: Competitive grant, awarded once per year

Amount: \$5,000 to \$40,000 (\$60,000 for construction)

Deadline: Applications are due **Friday, March 31, 2016**
(Must include a Tribal Resolution)

Who is Eligible:

1. Federally recognized Indian tribes
2. Alaskan Native groups
3. Native Hawaiian organizations defined as eligible applicants under the National Historic Preservation Act (16 U.S.C. 470w)

Grant Categories:

1. Locating and Identifying Cultural Resources
 - A. Survey and Inventory of Historic or Significant Places
 - B. Survey of Traditional Skills and Information
2. Preserving a Historic Property listed on the National Register
 - A. Project Planning (Plans and Specifications for Preserving a Specific Structure or Site)
 - B. Repair Work to Preserve a Specific Historic Structure or Site
3. Comprehensive Preservation Planning
4. Oral History and Documenting Cultural Traditions
5. Education and Training for a Historic Preservation Program
6. Other Projects involving Cultural and Historic Preservation

Where to Submit:

Grants.gov

OR

Mail 4 hard copies (3 copies and 1 original) to:
National Park Service
Tribal Heritage Grant Program
1201 Eye Street, NW, 6th Floor (2256)
Washington, DC 20005

I. Selection Criteria



PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THE APPLICATION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MADELINE KONZ AT: Madeline_Konz@nps.gov or (202) 354-2064.

*The following criteria will be used by NPS to rank your proposal and must **be clearly addressed in your application**:*

Need. *How does this project address a critical cultural or historic preservation issue for the tribe?*

Workplan. *Are the project objectives, activities, and desired results (products) well-designed, necessary and achievable?*

Project Personnel. *Do you have qualified people carry out the project? Your proposal should include a brief description of project personnel, including brief resumes or position descriptions. Lengthy vitae and/or lists of publications are not necessary. If a project director has not yet been selected, indicate the type of skills, abilities, and experience that will be required.*

Budget. *Are all budget items justified as being necessary and explained in the narrative description? If contributions are being provided by the Tribe or outside sources, they should be shown in the submitted budget. Are all costs defensible and reasonable?*

Commitment. *Is there demonstrable commitment to this project by the tribe? For example, is the tribe donating any funds, staff time, office facilities, foregoing indirect costs, etc.?*

Benefit. *What is the lasting impact on and benefit to the tribe if this project is successfully completed?*

Depending on the amount of available funding in FY 2016, priority may be given to tribes that do not have a certified Tribal Historic Preservation Office (THPO).

II. Grant Categories:



1. Locating and Identifying Cultural Resources

A. Survey and Inventory of Historic or Significant Places.

A first step toward protecting and preserving significant historic and traditional places is locating and identifying them through a systematic and comprehensive survey. The results of the survey can provide the basis for making sound judgments concerning projects such as roads or logging that may damage or threaten places important to the tribe.

Eligible projects in this category might include a survey of an area to identify archeological, ethnographic, and historic resources and/or evaluate properties that may be eligible for listing on a tribal register or the National Register of Historic Places.

Surveys must follow the “Secretary of the Interior’s Standards and Guidelines for Identification.” The Standards and Guidelines for Identification can be found at -- http://www.nps.gov/history/local-law/arch_stnds_2.htm.

In addition, a survey must be conducted, supervised, reviewed, or verified by a person(s) from the appropriate discipline who meets the Secretary of Interior’s Professional Qualification Standards. For example, an archeologist is needed for an archeological survey project while a traditional cultural authority, recognized by the tribe, is needed for a survey of traditional cultural properties. The Professional Qualification Standards can be found at -- http://www.nps.gov/history/local-law/arch_stnds_9.htm.

B. Survey of Traditional Skills and Information.

Another kind of survey project is determining your community’s cultural needs by identifying the available individuals in the community who can assist in the preservation, protection, and transmission of skills and traditions between generations. This can be accomplished through cultural needs assessments, ethno-botanical projects, and survey of traditional skills. You should reach out and contact as many tribal members as possible in an effort to identify members who might possess significant

Questions to address when preparing category 1.A proposals are:

What types of places are you interested in identifying – buildings, archeological properties or traditional cultural places?

Where are the sites? Who owns the land and will you have access to it?

Have you or anyone conducted any preliminary research, and if so, what information already exists on the subject?

How will the information be collected and used? Who will conduct or supervise the survey and do they meet the Secretary or Interior’s professional qualifications standards?

Who will provide information about the cultural or historical importance of these places? Does a standard survey form already exist?

What types of questions and information will be on your survey form(s)?

What kind of outside help, if any, will you need?

How will you manage the information gathered?

Who will have access to the information and how will sensitive information be safeguarded? Will the information be integrated into a database inventory or GIS (Geographic Information System) platform? Who will do this work?

knowledge or skills that should be preserved. (Please do not confuse this kind of survey with doing an oral history project. The purpose of projects under this category is simply to identify tribal traditions/skills and who possesses that knowledge. Once this information is collected, the tribe may decide later to pursue an oral history and documentation project.)

2. Preserving a Historic Property listed on the National Register of Historic Places

Under Category 2, the NPS gives priority to projects that preserve tribally owned buildings or that stabilize and protect archaeological sites.

A. Project Planning (Plans and Specifications for Preserving a Specific Structure or Site).

Grant funds may be used to research and plan for the physical preservation of a historic or cultural property that is either listed in, or determined eligible for, the National Register of Historic Places, or is a National Historic Landmark (NHL). This category includes planning activities such as building condition assessments, plans and specifications for building repair, stabilization of an archeological site, and historic structure reports to preserve a particular historic building. Such project plans and condition assessments can be very helpful in raising funds to repair a particular building.

Project Planning grants (2.A) would include one or both of the following:

1. Predevelopment Studies. *Historic Structure Reports, Engineering Reports, Historic Landscape Studies, and Archeological Documentation Reports must present an assessment of the potential impacts of the proposed work on the resources. These documents also must clearly illustrate how the work will be carried out in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>) and with other accepted professional standards or technical guidance, such as the Secretary of the Interior's Archeological Documentation Standards (http://cr.nps.gov/local-law/arch_stnds_7.htm) or the relevant Preservation Briefs listed <http://www.nps.gov/tps/how-to-preserve/briefs.htm>. These reports define the project so that all aspects of the future preservation work can be understood by reviewers familiar with the applicable Secretary of the Interior's Standards for the Treatment of Historic Properties.*

2. Working Drawings/Architectural Plans and Specifications. *These documents detail the exact scope of repair work to be carried out. Plans and specifications must define the project so that all aspects of work can be understood by reviewers familiar with the applicable Secretary of the Interior's Standards for the Treatment of Historic Properties, and must comply with those Treatment Standards. Grant proposals for this sub-category need to indicate that the applicant will secure the services of professional staff or consultants (see professional qualifications standards at (http://www.cr.nps.gov/local-law/arch_stnds_9.htm) with past experience in producing predevelopment documents that met the Secretary's Treatment Standards.*

B. Repair Work to Preserve a Specific Historic Structure or Site.

Tribal grant funds may also be used to repair a National Historic Landmark (NHL) or a property listed in the National Register of Historic Places. The maximum request is \$60,000.

Only historic structures or sites listed in the National Register of Historic Places or NHLs will receive consideration for category 2.B. A historic structure or site determined eligible for listing, but not already listed in the National Register of Historic Places will not be considered.

If you apply for funding in this category (2.B), you must briefly discuss:

- the significance of the resource (indicate the date when the structure or site was listed in the National Register of Historic Places),
- its current condition,
- the proposed preservation work that will be done with grant assistance,
- how the building will be used after it is repaired, and,
- if this application is a phase of a larger repair project.

You must enclose the architectural plans and specifications, along with photos of the property/site (see photo requirements below), with your grant application. If you have already competitively selected a preservation architect to oversee the work to be performed, then enclose the resume of that architect or contractor.

Costs of installing a protective fence, alarm or surveillance devices, or stone riprap to prevent erosion of an archaeological site are eligible grant costs.

If you are applying for a grant to repair a structure owned by the Bureau of Indian Affairs, provide:

- (1) A brief discussion of the status of the Tribe's ownership or use of the building, and
- (2) Enclose a letter from the BIA indicating its support and cooperation.

If awarded a grant to repair a National Register listed property (2.B):

(1) Grantees must competitively select consultants with adequate historic preservation experience;

(2) Grantees must submit Plans and Specifications to NPS for approval; repair work must be performed in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>);

(3) The State Historic Preservation Officer, or a Tribal Preservation Officer for a tribe that has assumed review and compliance responsibilities for Section 106, must review and concur in writing that the proposed grant-assisted work will not have an adverse effect upon the property. This review is required by Section 106 of the National Historic Preservation Act and the regulations issued in 36 CFR 800 by the Advisory Council for Historic Preservation -- <http://www.achp.gov/regs-rev04.pdf>;

(4) A sign, acknowledging NPS assistance, must be erected at the site during the project; and

(5) The tribe must certify that it will maintain the property that receives the grant for at least 5 years if the grant award is \$25,000 or less, or for at least 10 years if the award is over \$25,000.

Photographic documentation requirements for 2.B applications:

1) Applications must include photographs documenting the appearance and condition of the building's exterior, interior, site and environment prior to start of the project. Photographs that show the current condition of the structure to be

repaired, and a construction budget outlining the work to be done with grant funds must accompany a repair grant application.

(2) Applicants must use their judgment as to how many photographs adequately “tell the story” of their building. For example, larger or complex projects often require more photographs to illustrate the various elements and areas of the building and site.

(3) Photographs must be labeled with the building name and/or address; view shown (e.g. north side); description of the view (e.g. plaster damage in dining room, north wall), and; date taken.

(4) Photographs must have sufficient resolution to show the details required for review of proposed repair work. Photographs must be in color.

(5) Unclear photocopies of photographs (black and white or color) are not acceptable.

3. Comprehensive Preservation Planning.

Once a tribe has identified important historic, cultural and traditional places and resources, whether on or off the reservation, the next step is planning for the protection, preservation, and management of these resources. The development of comprehensive preservation plans, tribal historic preservation ordinances, executing easements, land swaps, and facilitating the transfer of development rights are all eligible projects under this category.

Both preservation plans and ordinances lead to a systematic approach for making informed decisions about resource protection and management. Land-use planning and protection techniques can be effective tools that significantly strengthen a tribe’s ability to protect important historic and cultural places. NOTE: THIS CATEGORY DOES NOT COVER THE “PLAN,” REQUIRED BY THE NATIONAL HISTORIC PRESERVATION ACT, TO BECOME A TRIBAL HISTORIC PRESERVATION OFFICE (THPO).

4. Oral History and Documenting Cultural Traditions.

Documenting cultural traditions and skills is one way that tribes can preserve and transmit their culture to future generations. Eligible projects include the documentation and teaching of traditional practices, skills, lifeways, stories, songs, and dances. Interviewing elders to collect traditional stories, songs, skills, lifeways, knowledge, wisdom, and values are also eligible activities under this grant category. Oral history projects promote the use of native language, document oral traditions, and promote cultural preservation. If the tribe already possesses an extensive archive of materials, the indexing, cataloguing, and duplicating of oral history and language tapes (audio or video), photographs, and other historical documents are also eligible projects.

Oral History and Documentation projects must fully address the following issues in the proposal's narrative:

What and/or who is being documented and what is the final product.	Documentation techniques and methods.	Equipment and Supplies.	Storage, use, and access to the collected materials.
<p>Explain in detail what the tribe wants to document, protect, and preserve with particular attention to its traditional and present importance to the tribe and its connection to place.</p> <p>-Identify who will be interviewed, and how and why they were selected. Identify the final product(s) (edited video, audiocassettes, audio compact disc, etc.) and their use (e.g., video to be used at the elementary education level as an instructional aid in teaching tribal history).</p> <p>Your proposal should provide adequate background information and a context for the project (i.e., what has been done previously by the tribe, what is being planned by the tribe, and how the grant proposal will further implement those plans).</p>	<p>How many interviews will be planned, where will they take place (context and background of interview may be crucial to telling a story) and over what period of time.</p> <p>Explain what experience the project personnel have performing this type of work, and/or the type of training the project personnel will receive to adequately perform the tasks of the project.</p> <p>Do not forget to incorporate the task & cost of transcribing the interviews.</p>	<p>List the equipment that will be used to record or document your resource.</p> <p>Explain what medium you will be using and the equipment you already have access to or will need to purchase with grant funds (be as specific as possible to help reviewers evaluate your ability to complete the project). For example, will you be using audiocassette tapes, digital audiotapes (DAT), or reel-to-reel tapes?</p>	<p>Will the raw material (unedited work, research materials such as photos, etc.) be developed or edited into finished products such as instructional tapes, documentaries, or museum exhibits?</p> <p>Where will the raw materials and the final products, including the transcripts, be stored?</p> <p>How will you protect the photographs, videotapes, and audio recordings that you make? Will you need to control access to these materials? Will you preserve these materials by making duplicate copies of all original recordings?</p> <p>Have you provided for the time and cost of transcribing interviews?</p>

5. Education and Training for Building a Historic Preservation Program.

One way to preserve significant cultural properties and sites is to build and sustain a historic preservation or cultural resource preservation program on the reservation. Many training and skills-building activities that support such a goal are eligible activities under this category. These include training council members or culture committee members, or permanent tribal staff in preservation practices, laws and regulations (such as Section 106), land-use planning, survey methods, Global Positioning Satellite (GPS) and Geographic Information Systems (GIS), database management, or curation and collections management. Salary and fringe benefits are not allowable costs under this category.

6. Other Projects involving Cultural and Historic Preservation

Other projects that promote cultural or historic preservation either through an educational or a service component, and benefits the community or visitors would be listed under this category. All costs must be eligible and in accordance with the National Historic Preservation Act and HPF Guidelines: http://www.nps.gov/preservation-grants/HPF_Manual.pdf.

III. Not Funded



The following are not eligible under the HPF grant program:

Tribes without a DUNS number. The application requires a DUNS number; applications/Tribes without that DUNS number are not eligible

General Language Projects. We do not fund language curriculum projects including dictionaries, orthographies, and general language curriculum development. The Administration for Native Americans offers a grant program that funds language projects through the Native American Language Act of 1992. For more information, contact the Administration for Native Americans, Mail Stop 2nd floor, West Aerospace Center, 370 L'Enfant Promenade, SW, Washington, DC 20447-0002 (Attention- ANA Help Desk); or telephone 1-877-922-9262; e-mail anacomments@acf.hhs.gov; or visit their website at <http://www.acf.hhs.gov/programs/ana/>.

NAGPRA Projects. We do not fund projects designed for carrying out the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA). Requests for support of these activities should be directed to: National NAGPRA, National Park Service, 1201 Eye Street, NW (8th floor), Washington, DC 20005; or telephone (202) 354-2201; fax (202) 371-5197; e-mail NAGPRA_info@nps.gov; or visit their website – <http://www.nps.gov/nagpra/>.

Project mitigation work pursuant to Section 106.

Non-Federally Recognized Tribes. Applications from tribes that are not Federally recognized.

Projects without a Tribal Resolution Included.

Indirect Costs above 25%. Indirect Cost Rates that result in charges above 25% of the total grant award. See explanation in Section V. Budget Description Instructions, below.

Repair Grants for Properties not listed on the National Register of Historic Places. See Category 2.B.

Moving Historic Structures. Costs of moving a historic structure are not eligible for tribal grant assistance. Moving a historic structure often can cause it to be removed from the National Register of Historic Places, and only structures listed on the National Register of Historic Places are eligible for grant assistance to repair and preserve them.

Salaries of Tribal Historic Preservation Officers already funded by the NPS. Tribes who have been approved by the NPS to assume SHPO responsibilities under Section 101(d) of the National Historic Preservation Act and already receive funding under this program, may not charge THPO salaries to a project grant.

Salaries for a Training Grant. While travel costs and training course fees are eligible for a Category 5 grant, costs of salaries and fringe benefits are not eligible. Applications under Category 5 containing salary costs will not be reviewed.

Delinquent Grantees. Tribes or Alaskan Native or Native Hawaiian groups that have previously received a Historic Preservation Fund grant, but whose grant expired without successfully completing major elements of the proposed work, or without meeting the conditions of the grant award, will not be considered for funding in FY 2016.